



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

7/10/14

Angelica Chavez
1420 King Ave
Muscatine IA 52761

Dear Angelica,

This letter is in regards to the 7/9/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Angelica needs to update sheet to include all children enrolled.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Angelica needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children. Angelica needs child lock for bathroom cabinet next to toilet area.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Angelica needs to place tweezers in her home first aid kit.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Angelica needs to replace slats in fence on west side where opening is; store hose; store grill; store lawnmower; store wheelbarrow; store hoe; store sledgehammer; store spray paint; store paint can; store primer and clear cement; place fall surfacing underneath of swings.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Angelica needs to pick up garbage and some recyclables in outdoor play area.

☐ 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water.

Angelica needs to empty storage bins next to house with water in them.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Angelica needs to add specific address for flood/evacuation area to plans posted.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Angelica needs to practice monthly tornado and fire drills and document.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Angelica needs to check her smoke detectors monthly and document.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

See 110.5(1)h.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need for Q.P.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need for Q.P.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need for Q.P.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need school-aged health status form for Q.P., N.D. Form given to provider.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for L.E.(3), N.S.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need for Q.P.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need for Q.P., J.L. Need update for N.S.

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for Q.P.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for Q.P.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 8/26/14.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **8/26/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling

Chad Reckling

Social Worker II

MACHELLE PEZLEY

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).